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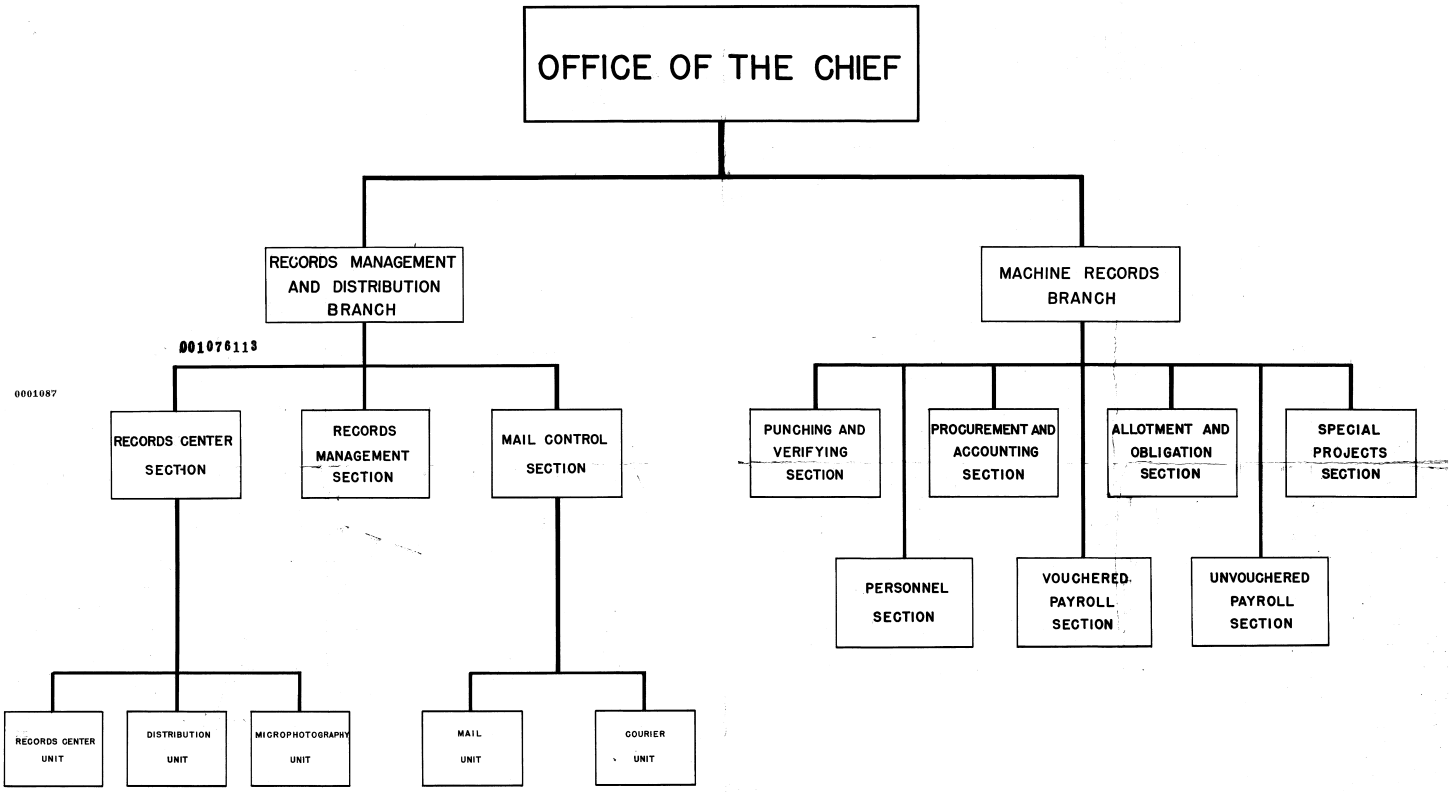
SECRET
SECURITY INFORMATION

RECORDS SERVICES DIVISION



MARCH 1953

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OFFICE METHODS DIVISION

GS-15
GS-14

Plans, coordinates and administers the Navy's Records Management Program which provides naval activities with controls over the creation of records the maintenance and use of records, and the disposition of records.

Conducts programs for the control, coordination and reduction in number of forms, reports and directives.

Exercises technical cognizance over all phases of record systems throughout the Naval Establishment.

Administers an office equipment and tabulating machine utilization and selection program to assist in the effective application of work labor-saving devices throughout the Naval Establishment.

Formulates plans and provides for the maintenance, disposition and preservation of semi-active and non-current records throughout the Naval Establishment.

Performs research on, develops, and tests office management methods and techniques to adopt them for Navy use.

Conducts special management studies and surveys requiring methods analyses and research.

Approves projects and advises on the application of microphotography for all naval activities.

Directs the operation of Naval Records Management Centers (including microfilming plants therein) and District Records Management Offices in the field.

Provides staff assistance to the Naval Establishment on office management, methods and procedures.

[redacted] FORMS MANAGEMENT BRANCH — GS13

Develops, installs, coordinates, and has technical cognizance over programs of forms management and standardization throughout the Naval Establishment.

Prepares standards for forms design and production.

Develops, for course instruction by naval activities, a training syllabus on methods of forms control, analysis, design and specification writing; conducts such training in the Department.

Analyses, designs, consolidates and maintains control records on forms used commonly throughout the Naval Establishment.

Furnishes technical advice and assistance to the Bureaus and Offices and Naval Districts on specific problems connected with forms control and standardization.

Maintains the Navy's liaison with the Bureau of the Budget for the approval and control of external forms; and liaison with activities of the Department of Defense on the control of Department of Defense forms.

4

[redacted] NAVAL ARCHIVES BRANCH — GS13

Coordinates, plans and installs improved methods for, and has technical control over the maintenance, disposition and preservation of semi-active and non-current records throughout the Naval Establishment.

Establishes standards for, and assists in preparing records inventories and disposal schedules; obtains Congressional authorization on approved schedules; establishes procedures for the transfer and retirement of non-current records.

Administers the Naval Records Management Centers and directs the application of microphotography for preserving non-current records.

Analyzes, plans, and directs the execution of microfilming projects to assure efficiency.

Maintains technical control over microfilm supplies and equipment to assure effective utilization.

Furnishes technical advice and assistance to the Naval Establishment on the application and use of microphotography.

Maintains liaison with the General Services Administration and with the Office of the Secretary of Defense on the transfer and retirement of records.

5

[redacted] OFFICE EQUIPMENT STANDARDS BRANCH — GS13

Develops, installs, and coordinates an office equipment program to assist naval activities in determining the need for and selection of office machines and equipment.

Develops standards for, and assists in the effective application and utilization of punched card tabulating equipment throughout the Naval Establishment.

Prepares and issues guides for the use of operating officials in selecting office machines and tabulating equipment and establishing utilization, replacement and disposal criteria.

Conducts surveys, on request, to analyze and evaluate operating methods and procedures and recommend office machine and punched card equipment [redacted].

Provides technical advice and assistance to the Naval Establishment on problems pertaining to the selection and use of both office machines and tabulating equipment.

Maintains liaison with the Department of Defense, General Services Administration, and commercial sources in connection with the selection, utilization and application of office machines and equipment.

5

RECORDS SYSTEMS BRANCH — GS13

Develops, installs, coordinates, and has technical cognizance over mail and file practices, record systems, and techniques to insure that records provide adequate documentation of the organization, functions, policies, decisions, procedures, and essential transactions of naval activities.

Conducts surveys to analyze record systems and procedures and recommends improved record systems to insure efficiency; assists in the installation of approved records systems.

Develops and issues standards and practices for the complete utilization of mail and files personnel and filing and space equipment throughout the Naval Establishment.

Develops, for course instruction by naval activities, a training syllabus on mail and file practices; conducts such training in the Department.

Maintains records for the control of Navy boards and committees.

Directs the Navy Filing Manual Permanent Committee in the development of the Navy Filing Manual.

Provides technical advice and assistance to the Naval Establishment on matters pertaining to mail and files, and records systems and practices.

Maintains liaison with the bureau records officers.

8

REPORTING SYSTEMS BRANCH — GS13

Develops, installs, coordinates and has technical cognizance over correspondence management, reports control, and directive systems programs throughout the Naval Establishment.

Conducts surveys, establishes and issues standards and practices for improved correspondence management, directives, and reports control systems.

Develops, coordinates and maintains the Navy Correspondence Manual.

Maintains the subject classification table for the Navy Directives System.

Analyzes inter-bureau and Navy-wide reports to eliminate duplicate and unnecessary reports; operates the control reports control installation for the Department.

Develops, for course instruction by naval activities, a training syllabus on the techniques of reports control analysis, survey, methods and procedures; conducts such training in the Department.

Furnishes technical advice and assistance to all naval activities on specific correspondence management, reports control, and directive systems problems and program operations.

Maintains and issues official lists of recurring reports prepared and required by the bureaus and offices, Navy Department.

Maintains the Navy's liaison with the Department of Defense, Bureau of the Budget and other government agencies on reports control and directive systems programs.

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DATE: 1 June 1952	APPROVED: [redacted] MOVING ADMINISTRATIVE OFFICER	TITLE OF PARENT OFFICE: ADMINISTRATIVE OFFICE, NAVY DEPARTMENT	TITLE OF DIVISION: OFFICE METHODS DIVISION, ADMINISTRATIVE OFFICE	CHART NO. 17C

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